

**IT Strategic Plan Committee  
Minutes  
Thursday, August 18, 2005  
1400 Tenth Street (OPR), Conference Room 202  
2:00 pm – 3:00 pm**

***Committee and Working Group Members not present:***

*Pat Yerian, Jon Fullinwider, Andrew Armani, Carlos Ramos, Ann Barsotti, Debbie Leibrock*

***Meeting Objective: Initiate the 2005 IT Strategic Plan development effort***

**I. Administrative**

Charter:

- The updated Committee Charter and Membership was reviewed and some minor changes were proposed.
- See attached Charter that includes the suggested updates.
- Committee plans to adopt this Charter at its next meeting on August 31.

**II. CIO & Committee decisions from this meeting:**

- A. The state will publish a new Plan for 2005
- B. The 2004 Plan mission and goals are Ok to take forward to the 2005 Plan.
- C. All committees need to review current Plan objectives and actions
- D. We will add 1 Objective and supporting Actions to Goal 4 for Telecom / Broadband
- E. We will add 1 Objective and supporting Actions to Goal 1 for GIS
- F. Scheduled future IT Strategic Plan Committee meetings:
  - 1. August 31 2:00- 3:00 P.M.
  - 2. September 14 2:00- 3:00 P.M.
  - 3. September 28 2:00- 3:00 P.M.
  - 4. October 12 2:00- 3:00 P.M.
  - 5. October 26 2:00- 3:00 P.M.
- G. 2005 Plan development timeline
  - 1. September 28 ITC membership Plan draft review
  - 2. October 5 General Plan vetting at GTC meeting
  - 3. October 21 Plan adoption at IT Council meeting
  - 4. November 1 Plan to Governor's Office

**III. Action Items**

**A. Clark:**

- 1. At the ITC Committee Chairs meeting on 8/24 Clark will discuss the Plan update strategy approved at this meeting and ask every ITC committee chair to meet with its committee before the next IT Strategic Plan Committee meeting on August 31 to update the Plan Goal assigned to it.
- 2. Discuss with GTC management the format for the vetting of the Plan at the GTC October 5 event. In addition to current plans we may need to

schedule smaller and more detailed discussions of each Goal – similar to the ½ day consultant facilitated session at AOC last year for the 2004 Plan.

3. Identify ASAP a resource to work with Claudina to write the 2005 Plan.

**B. Ben:**

1. Contact Bob Austin to ask him to join this committee's working group to represent DTS.
2. Consider SWOT Analysis as recommended by Lee Kercher today

**C. Claudina:**

1. Prepare and distribute meeting minutes
2. Remind each ITC Committee Chair to discuss at the next IT Strategic Plan Committee meeting on August 31 the Goal assigned to it
3. Ask committee chairs to invite Clark and Claudina to these kick-off meetings.
4. Distribute list with the following Plan assignment:
  - i. Goal 1: ITC Technology Services Committee, ITC Policies Committee
  - ii. Goal 2: Enterprise Applications Committee
  - iii. Goal 3: Security Committee
  - iv. Goal 4: Enterprise Architecture Committee, Acquisitions Committee & DTS
  - v. Goal 5: HR Committee
  - vi. Goal 6: Executive Committee

**D. ITC Committee Chairs:**

- Review current Plan and its Implementation status report on the CIO web site and schedule ITC committee meeting before August 31.

**IV. Adjourned Meeting @ 2:50**